



CONTRACT DATA SHEET

Monroe County Division of Purchasing
200 County Office Building, Rochester NY 14614

TITLE: UNIFORM & MAT RENTAL SERVICE

CONTRACT #: 0416-04

CONTRACT DATES: 6/1/04-5/31/09

BUYER: WALTER B. LARAUS
PHONE: 585/753-1121
FAX: 585/753-1104

VENDOR(S): MORGAN SERVICES
15 MARWAY CIR.
ROCHESTER, NY 14624

PH: 585-247-4000
FAX: 585-247-6177

TERMS AND CONDITIONS

<u>BID ITEM:</u>	UNIFORM & MAT RENTAL SERVICE
<u>FOR:</u>	MONROE COUNTY-VARIOUS AGENCIES
<u>DEPARTMENT CONTACT:</u>	Walter B. LaRaus, (585) 753-1121
<u>DUPLICATE COPIES:</u>	<u>PLEASE SUBMIT YOUR BID IN DUPLICATE; THE ORIGINAL AND ONE (1) COPY.</u>
<u>BID INFORMATION:</u>	At the time of bid, the bidder shall supply detailed specifications covering the item(s) contained herein and shall clearly indicate any areas in which item or items offered do not fully comply with the specifications contained herein.
<u>SUBMITTAL OF FORMAL PROPOSAL:</u>	<p>Bid proposal must be legible and submitted in the original form, bearing an original signature. COPIES AND FACSIMILES ARE NOT ACCEPTABLE.</p> <p>All bidders must submit proof that they have obtained the required Worker's Compensation and disability benefits coverage or proof that they are exempt.</p>
<u>SPECIFICATION ALTERATIONS:</u>	Specifications will be construed to be complete and be considered the entire description of the goods or services upon which Monroe County is now seeking bids. Only formal written addenda can materially alter this set of specifications. No verbal statement made by a Monroe County employee or anyone else is binding nor shall such statement be considered an official part of this public bid proposal.
<u>QUANTITIES:</u>	The quantities listed on are the estimated <u>annual</u> requirements and should not be construed to represent either maximum or minimum quantities to be ordered during the contract term. <u>Estimates are based upon actual annual usage for 2003 by County departments only.</u>
<u>QUALIFIED BIDDER:</u>	Each bidder must be prepared to present satisfactory proof of his capacity and ability to perform this contract. Such proof may include, but is not limited to, an inspection of the bidder's facilities and equipment, financial statements, references and performance of similar contracts. The Purchasing Manager reserves the right to reject any bid where the bidder cannot satisfy the County as to his ability to perform. Monroe County reserves the right to reject any and all bids if the Monroe County Purchasing Manager deems said action to be in the best interests of Monroe County.

**METHOD OF
AWARD:**

Monroe County intends to award the bid to the lowest responsive and responsible bidder, based on the **TOTAL**. Bidder must bid on all items to be considered. **The County reserves the right to reject any and all bids** if the Purchasing Manager deems said action to be in the best interest of the County.

CONTRACT TERM:

Contract will start with the date of the contract award and run through **May 31, 2005**, with the option to renew the contract up to four (4) additional twelve (12) month periods with the mutual consent of both parties.

PRICE CHANGES:

Price changes may be proposed by either party no later than forty-five (45) days prior to contract extension, based upon manufacturer price changes which must be supported with documentation. Should price changes not be acceptable to both parties, the contract will not be extended. Prices may change only at the time of extension.

MINIMUM ORDER:

No minimum order is specified for this contract. Agencies must be able to order as needed. **Political subdivisions and others authorized by law may participate in this contract.**

DELIVERY:

All deliveries to be F.O.B. Monroe County to agency as specified by a Purchase Order. Delivery costs must be built into the unit prices bid.

**PURCHASE ORDER
ISSUANCE:**

Delivery of services may be directed by the receipt of a Purchase Order only. **Items that are not part of this bid will not be paid for by Monroe County.** As to all purchase orders issued by Monroe County, exceptions may only be authorized, in writing, by the Purchasing Manager or his authorized agent prior to delivery.

**BILLING
PROCEDURE:**

All invoices for items sold any authorized agency as a result of this contract must be billed in the following manner: Purchase Order #, Quantity, Description of Item Purchased, BP#, Item #, Extension and Total. **ALL INVOICES MUST BE MARKED WITH THE PURCHASE ORDER NUMBER. INVOICES WITHOUT THIS INFORMATION WILL NOT BE PROCESSED FOR PAYMENT.**

**UNCONTEMPLATED
PURCHASES:**

Monroe County reserves the right to request separate bids for such quantities of items on this contract that may be best procured via separate public bid offering and to otherwise act in furthering its own best interests.

SUBCONTRACT:

The Contractor shall not subcontract any work without first obtaining the written consent of the Monroe County Purchasing Manager.

RELATED ITEMS:

The County reserves the right to add miscellaneous related items to this contract during the contract term upon agreement by both parties as to the price. Approval must be given in writing by the Purchasing Manager or his Designee.

**REPORT OF
PURCHASE:**

The Contractor must, upon request, provide the County Purchasing Manager with detailed information showing how much of each item was delivered, to any and all agencies under this contract. This includes deliveries to not only the County but any other municipality or agency which orders from this contract.

OTHER AGENCIES:

The Contractor(s) must honor the prices, terms and conditions of this contract with political subdivisions, school districts, fire districts or other district or public authority located entirely or partly within Monroe County. Usage of this contract by any of these other political subdivisions or agencies or corporations will have to be coordinated between that subdivision or agency or corporations and the contractor. Orders placed against this contract between any subdivision or agency or corporation will be contracts solely between the Contractor(s) and those entities. Monroe County will not be responsible for, nor will it have any liability or other obligation for, such contract between the Contractor(s) and any third party.

INDEMNIFICATION:

The Contractor agrees to defend, indemnify and save harmless the County, its officers, agents, servants and employees from and against any and all liability, damages, costs or expenses, causes of action, suits, judgments, losses and claims of every name not described, including attorneys' fees and disbursements, brought against the County which may arise, be sustained, or occasioned directly or indirectly by any person, firm or corporation arising out of or resulting from the performance of the services by the Contractor, arising from any act, omission or negligence of the Contractor, its agents and employees, or arising from any breach or default by the Contractor under this Agreement. Nothing herein is intended to relieve the County from its own negligence or misfeasance or to assume any such liability for the County by the Contractor.

INDUSTRIAL UNIFORM RENTAL SERVICE

SPECIFICATIONS

QUANTITIES:

The County of Monroe can provide no guarantees that rental items will be utilized in the future to the same extent as in the past or that an extension of these contract terms into an additional twelve (12) month period will be accompanied by the same pattern or volume of use that prevailed during the original contract period.

INVENTORY CONTROL:

It will be the responsibility of the successful bidder(s) to establish and maintain adequate inventory of each item required by a using department at each such location or address serviced. For each delivery to a location, the contractor must have a receipt signed and verified as to quantities picked-up and/or delivered.

LOSS CHARGES:

Each bidder should build into his pricing system an allowance for normal wear, tear and loss of rental items. In the event that losses become excessive for any rental item, 5% of total usage for each location, the County will, upon approval of the appropriate division head, pay for such losses as are deemed to be excessive at pre-established rates. The bidder shall be required to include as a part of their bid proposal, in the column indicated, the loss rates per piece that would be charged for the various items. Loss rates that are deemed excessive may be grounds for rejecting a bid.

PICKUP AND DELIVERY:

The Contractor must establish and maintain satisfactory pickup and delivery service schedules at each location, or any additional location(s). Failure of the Contractor to maintain a satisfactory pickup/delivery schedule could result in contract cancellation.

LOCATIONS:

Schedule A lists the various locations within the County where laundry/mat rental service is currently required. **Monroe County reserves the right to make additions to or deletions from the list of locations to be serviced and also reserves the right to make adjustments in the type of service requested.**

BIDDING INSTRUCTIONS:

Bid prices on all items must be made on a unit (weekly) basis. Estimated quantities of each item required are as shown on the unit price sheets. Failure to bid all items within a group may cause the bid for that group to be considered informal.

Industrial garments and uniforms will be bid on a (1 x 3), (2 x 5), (3 x 7) and/or a (5 x 11) basis representing different frequencies of change of clothing on the part of employees. The prices submitted by the successful bidder for different frequencies of service will become a part of the contract. Each using location will determine the type of service it will utilize at the time of the award of the contract and each has the right to change or amend the frequency of service received at any time during the life of the contract.

NEW PERSONNEL LOST/DAMAGED CLOTHING:

When new personnel are hired, or clothing is lost or damaged, they will receive new clothing, regardless of where the request falls within the contract term.

REPORTS:

The contractor will supply the Purchasing division with a report every six (6) months. This report will list the usage by location and type of service being utilized by Monroe County departments. Failure to supply these reports could cause the contractor to be deemed irresponsible, which could be cause for contract termination.

QUALIFICATIONS OF BIDDERS:

Since prompt service is vital to the operations of the County, no bid will be considered unless the person, firm or corporation submitting the bid can meet the following conditions and if required, shall certify its ability to meet them:

1. Bidders must have a plant location within a 25 mile radius from 39 W. Main Street, Rochester, New York.
2. Bidders must submit a detailed plan outlining their procedures, including but not limited to; number of vehicles/personnel who will service this contract, obtaining measurements, pickup and delivery schedules and any other pertinent information that would ensure their successful performance of this contract.
3. That the bidder will carry in stock sufficient quantities of uniforms, clothing and other items listed in the specifications to insure normal delivery of requested items in the varieties and colors specified by the ordering division. Within 24 hours of notification, to supply to any location, items that they may have been shorted or missing from normal deliveries.
4. That it will protect, at its own expense, the County of Monroe from all claims for patented articles, processes, materials, inventions and methods in connection with this bid.
5. That neither the manufacturer of the clothing specified nor the bidder is in bankruptcy, in the hands of receivers, or in the process of changing ownership. Financial reports to document this is required.
6. A listing of all contracts held within Monroe County within the past five (5) years, with contact names and numbers of personnel serviced.
7. Names and telephone numbers of supporting personnel who will service Monroe County under the resulting contract. This list is to include personnel to be contacted with service problems and also billing problems.

Failure to supply all information requested could result in a bidder being declared non-responsible.

CONTINGENT ITEMS:

Wherever the specifications are explicit, they must be strictly adhered to. However, it is neither practical nor feasible for the specifications to cover every possible contingency that might occur in the execution of these contracts. Therefore, the specifications have been written with the intent of outlining in general fashion the duties and services to be performed by both parties to the contract. If a problem occurs which is covered only in general terms in the specifications or instructions, it will be the responsibility of both parties to the contract to work out a fair and equitable solution. In the event that the problem is not satisfactorily resolved at the operational level, it should be brought to the attention of the appropriate division head and the Monroe County Purchasing Manager so that a satisfactory solution may be reached.

**CONTRACT
TERMINATION:**

If the successful bidder fails, after seven (7) days written notice, to prosecute the work with such diligence as will assure its meeting the specified time frames or shall, in any other respect, commit a breach of their contract, the County may terminate the contract resulting from this bid without any further notice to the successful bidder. Any and all costs, damages or other expenses incurred by the County as a result of the aforesaid termination shall be the direct liability of the successful bidder.

UNIFORM DELIVERY:

List the guaranteed number of days from date of notification that it would take your company to completely outfit every Monroe County employee/location: 45 days.

MINIMUM SPECIFICATIONS FOR RENTAL GARMENTS

TROUSERS:	Shall be made from a good grade of pre-shrunk, 65% Dacron polyester and 35% combed cotton, 7 1/2 oz. twill cloth free from defects and shall have a heavy-duty industrial type of zipper fly with snap gripper on the waistband. Waistband and pockets are to be made of a good polyester blend fabric. All pockets are to be reinforced and bartacked at points of strain.
SHIRTS:	<p>Shall be made from a good grade of pre-shrunk, 65% Dacron polyester and 35% combed cotton, 5 1/2 oz. cloth. Sleeve lengths shall be short sleeve or long sleeve at the option of the employee and are to be in proportion to body size. Shirts will have two (2) breast pockets with a bartacked pencil slot on the left pocket. The collars and cuffs shall be furnished with snap grippers.</p> <p>100% cotton shirts and trousers-meeting the above specifications, except material is 100% cotton. Currently utilized by twelve (12) personnel at Department of Transportation Bridge Division.</p>
COVERALLS:	Shall be made of a good grade of pre-shrunk, 65% Dacron polyester and 35% combed cotton, 8 1/2 oz. cloth with zipper fly front. Pockets will be reinforced and bartacked at points of strain. A pencil slot will be provided.
COLOR:	All shirts and trousers are to be made available in the standard industry colors and shirts (short-sleeve and long-sleeve) are to be available in orange. Color selection will be made at the start of service by each using department.
JACKETS:	Shall conform in color and composition to the shirts or trousers or otherwise be compatible with uniforms in use.
PATCHES:	Each shirt and coverall will have an embroidered patch above the left and right shirt/coverall pocket. This patch on the left will state Monroe County above and the department/division below. The patch on the right will have the employee's first name. The price for these patches will be included in the price to be charged for such garments.
FITTING STANDARDS:	New clothing will be issued to each using employee at the beginning of the contract. Each employee will be measured to insure proper fit. Standard sizes, (up to 50" waist and XXXL shirt), will be delivered within 45 days and non-standard sizes will be delivered within 60 days.

SCHEDULE A

LOCATIONS

Addresses of departments or installations currently using the services resulting from the previous contract.

PARKS DEPARTMENT

Seneca Park Zoo - Sue Moran - 266-6591
Highland Park Greenhouse - Mark Quinn - 271-5420
Durand Eastman, Zoo Rd. - Bob Mynyk - 342-9810
Powder Mills - Grant Wideman - 248-5377
Parks Office - Darlene Cieslinski - 256-4965

PUBLIC SAFETY LABORATORY - Roberta Ames - 428-2801
524 Public Safety Building

COUNTY OFFICE BUILDING

39 West Main Street
Maintenance Department, B-1 - Russ Calcagno - 428-5390

TRAFFIC ENGINEERING – Cathy Dumbleton – 428-4841

DOT BRIDGE DIVISION

COUNTY VEHICLE MAINTENANCE CENTER - Pam Quayle – 760-7570
145 Paul Rd.
1191 Scottsville Rd.

SOCIAL SERVICES BUILDING – Russ Calcagno - 274-6778
111 Westfall Road
Maintenance Department, Room 22

HALL OF JUSTICE – John Nitti - 428-3394
Civic Center Plaza

SHERIFF - ZONE A - (419-0900)
789 Linden Ave.

ZONE B - (359-7100)
248 Summit Point Drive

ZONE C - (594-1470)
4201 Buffalo Road

SHERIFF'S FLEET -

145 Paul Rd.

130 S. Plymouth Ave. - 428-5936

65 Broad St.

30 Broad St.

GREATER ROCHESTER INTERNATIONAL AIRPORT - Elaine Nissen - 464-6015
1200 Brooks Avenue
Scottsville Rd.

PURE WATERS INSTALLATIONS

Northwest Quadrant Sewage Treatment Plant – John Hale – 760-7610 X7111
170 Payne Beach Road, Hilton, New York

VanLare Sewage Treatment Plant – John Hale – 760-7610 X7111
Pinegrove Avenue

Industrial Waste Control – Bill Comstock – 760-7610 X7061
444 E. Henrietta Road

PUBLIC SAFETY COMMUNICATIONS – Jim Weichman - 428-5146
1350 Highland Avenue

HENRIETTA AUTO LICENSE BUREAU – Regina Collins - 274-6023
2199 E. Henrietta Rd.

GREECE AUTO LICENSE BUREAU – Caroline Lochman
1940 W. Ridge Rd.

IRONDEQUOIT AUTO LICENSE BUREAU - Mary Ann Barbero - 544-8224
525 Titus Ave.

UNIT PRICE SHEET

GROUP I

<u>ITEM</u>	<u>QUANTITY</u>	<u>DESCRIPTION</u>	<u>UNIT OF MEASURE</u>	<u>PRICE/WEEK</u>
1.	45 men	Coveralls, 1 x 2 service	man/week	\$.53
2.	15 men	Coveralls, 3 x 7 service	man/week	\$1.59
3.	1 man	Coveralls, 5 x 11 service	man/week	\$2.65
4.	6 men	Shirts & trousers, 1 x 3 service	man/week	\$.53
5.	6 men	Shirts & trousers, 2 x 5 service	man/week	\$1.06
6.	6 men	Shirts & trousers, 3 x 7 service	man/week	\$1.59
7.	17 men	Shirts & trousers, 5 x 11 service	man/week	\$2.65
8.	20 men	Shirt, long sleeve, 5 x 11 service	man/week	\$1.30
9.	45 men	Shirt, long sleeve, 100% cotton, 5 x 11 service	man/week	\$1.30
10.	50 men	Shirt, short sleeve, 3 x 7 service	man/week	\$.78
11.	5 men	Shirt, short sleeve, 5 x 11 service	man/week	\$1.30
12.	1 man	Trousers only, 2 x 5 service	man/week	\$.52
13.	90 men	Trousers only, 5 x 11 service	man/week	\$1.30
14.	3 men	Trousers only, 3 x 7 service	man/week	\$.78
15.	54 men	Matching jackets, Eisenhower, 1 x 2 service	man/week	\$.49
16.	11 men	Trousers only, cotton, 5 x 11 service	man/week	\$1.30
17.	60 men	Jacket, hip length, 1 x 2 service	man/week	\$.49
18.	1 man	Shop coats, 1 x 2 service	man/week	\$.51
19.	2 men	Shop coats, 3 x 7 service	man/week	\$1.53
20.	13 men	White lab coats, 1/2 length, 1 x 3 service	man/week	\$.42
21.	1 man	White lab coats, 1/2 length, 2 x 5 service	man/week	\$.84
22.	1 man	Counter coats, 1 x 3 service	man/week	\$.40
23.	1 woman	Women's smocks, 2 x 5 service	man/week	\$.40
24.	5 women	Women's smocks, 5 x 11 service	man/week	\$2.00

GROUP II

<u>ITEM</u>	<u>QUANTITY</u>	<u>DESCRIPTION</u>	<u>UNIT OF MEASURE</u>	<u>PRICE/WEEK</u>
1.	36	Hand towels	piece	\$.08
2.	150	Print towels	piece	\$.03
3.	750/week	18" x 18" shop towels	piece	\$.03
4.	60/week	3' x 5' walk-off mat	piece	\$.95
5.	45/week	4' x 8' walk-off mat	piece	\$2.02
6.	30/week	3' x 15' walk-off mat	piece	\$2.85
7.	100/week	3' x 10' walk-off mat	piece	\$1.90
8.	175/week	4' x 6' walk-off mat	piece	\$1.52
9.	50/week	Dust mop heads, 24"	piece	\$.23
10.	66/week	Dust mop heads, 36"	piece	\$.36
11.	8/week	Dust mop heads, 60"	piece	\$.58
12.	100	Mop handles	piece	N/C
13.	12/week	Fender Covers	piece	\$.24

LOSS CHARGE

UNIT PRICE SHEET

GROUP I

<u>ITEM</u>	<u>DESCRIPTION</u>	<u>LOSS CHARGE</u>
1.	Coveralls	\$15.00
2.	Shirts	\$ 8.00
3.	Trousers	\$10.50
4.	Jacket, hip, Eisenhower	\$17.00
5.	Shop Coats	\$16.00
6.	White Lab Coats	\$11.50
7.	Counter Coats	\$11.00
8.	Women's Smocks	\$11.00

GROUP II

1.	Huck Towels	\$.50
2.	Mop Handles	\$10.00
3.	18" x 18" Shop Towels	\$.16
4.	Print Towels	\$.16
5.	3' x 5' Walk-Off Mat	\$26.00
6.	4' x 8' Walk-Off Mat	\$52.00
7.	3' x 15' Walk-Off Mat	\$90.00
8.	3' x 10' Walk-Off Mat	\$50.00
9.	4' x 6' Walk-Off Mat	\$40.00
10.	2' x 3' Walk-Off Mat	\$12.00
11.	Dust Mop Heads, 24"	\$ 8.00
12.	Dust Mop Heads, 36"	\$10.00
13.	Dust Mop Heads, 60"	\$14.00

MONROE COUNTY PURCHASING
Vendor Performance Survey

Contract Title:

Contract Number:

Vendor:

Please rank the vendor performing the contract specified on a scale from "1" to "10" with "1" being poor, "5" average and "10" excellent. Please include any additional comments or suggestions in the space provided below. Monroe County Purchasing appreciates your input.

	Poor				Average					Excellent
	1	2	3	4	5	6	7	8	9	10
Item(s) supplied met specifications										
Product provided value (taking into account price, quality, etc.)										
Timeliness of delivery										
Completeness and accuracy of order										
Ability to contact representatives of vendor when needed? (If unavailable was call back prompt?)										
Invoices received promptly and accurately										
Recommendations received from the vendor (ie. product information, cost saving strategies, ideas for better use of resources, etc.)										

Survey Completed by:

Name:

Title:

Agency:

Telephone: _____ **Fax:**

E-mail:

Please submit this survey to Monroe County Purchasing via e-mail.